SABBATICAL LEAVE - REQUEST FORMAT

I. Heading
Please type the following information in the upper right-hand corner of the first page of your application:

- Name
- School / Area / Department
- Proposed period of the leave

II. Sabbatical Purpose
Provide an adequate description and rationale describing the intention and/ or purpose of your request. Describe in what way this experience will contribute to your professional growth (CCFA Contract 14.10.3).

III. Sabbatical Objectives
Describe what you want to achieve during your leave. Be specific.
The Faculty Senate, the Administration, and the Governing Board will pay particular attention to your sabbatical objectives. Please be sure that the objectives point to professional development and benefit to the educational program. Some examples of typical objectives are to:
1. Extend or develop new skills directly related to your assignment.
2. Develop or explore new concepts or ideas within your assignment.
3. Write and/ or publish in a field related to your discipline.
4. Engage in research related to educational needs.
5. Engage in a formal course of study related to the educational needs of the institution.
6. Engage in activities in order to achieve recency in a technical field.
7. Create a body of work (e.g. art, music composition or performance, etc.)
8. Enhance performance through travel.

IV. Sabbatical Activities
Specify the activities you propose to undertake to accomplish the objectives cited in Section III above. Examples of such activities include, but are not limited to:
1. Affiliation with a business, industry, or enterprise that will provide currency in a field related to your discipline.
2. Creation of original work which may include objects d'art, manuscripts, research, editing, performable works of music, dance, and other professional activities.
3. Enrollment in an accredited educational program leading to a degree or some portion thereof that is related to your discipline.

V. Benefits of the Sabbatical
Describe the benefits derived from the sabbatical for each of the following:
1. Benefit to the student
2. Benefit to the district (or college)
3. Benefit to you as an educational professional

VI. Statements of Support
Faculty should endeavor to strengthen their sabbatical leave request with letters and/or statements of support from others.

VII. Application for Sabbatical Leave
An Application for Sabbatical leave must be attached to the original copy of the request.